

416 Street, Elizabeth, NJ 10800  
(102) 304-5060  
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# RONALD DAVIS

## Objective

Experienced Account Payable/Data Entry Clerk seeking a responsible position that will utilize my diversified experience.

## Experience

1997-2003 UTC Corp New York, NY

Administrative Assistant / Receptionist/ Accounts Payable

- Set up front desk processors, Identify, analyze and recommend solutions to the problems in the work place.
- Handle issues independently without requiring the executive attention.
- Filing, updating contact information, including all receptionist duties, arranges travel requests.
- Office supply ordering, taking inventory.
- Maintaining all copiers and printers knowledge, organizing and planning events.
- Locate and interview vendors, validating certificates of insurance.
- Account Management to include accounts receivable/Payable.
- Assist Human Resources involving confidential background checks as well as ensuring payroll accuracy.

1996-1997 MTC Company Las Vegas, NV

Account Payable Associate

- Receive, Prepare and Scan vendor invoices and process invoices for Payment.
- Reconciliation varies Account, Credit card processing.
- Process expense report and varies other reports, assign with month end.
- Process EDI, Freight, Purchase order, 2 and 3 ways matching, batching, coding.
- Ad-Hoc reporting requested and other special projects as assigned.
- Resolve Issue with Vendors and Company Personnel.

1993-1996 SMN Company Arlington, TX

Accounts Payable Clerk

- Review the ongoing financial health of the companies operations by there employee's by reviewing their statements for the assigned P-Cards, Fuel cards and Expense reports.
- Evaluate and monitor the companies risk management reporting and control practices and make the necessary suggestions for improvement.
- Process invoices Daily.
- Assist vendors with questions concerning payments, non-payments or late payments on accounts.
- Process credit memo's from vendors for non- shipped, returned items, pricing and quantity problems.
- Process W-9 to set-up new vendors.

## Education

1993 Northwestern University Evanston, IL

- Major: Computer Applications.

- *Courses:* Intro, to Computers, Intro, to Windows, Lotus 1-2-3, Excel, Dos, Word Perfect 5.1, Word for Windows 95, and Business Writing and Communication.
- *Typing:* 55 words per minute.

#### References

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Furnished upon request.

JeffTheCareerCoach.com